

User Management Best Practices

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For security and best practice reasons, never share your Qualpay login information with other people. Every person who requires access to Qualpay Manager or Qualpay products should have a unique user login. Allowing users to share access is a security risk and could incur financial liability for your account. For the same reason, limit access for outside 3rd party users on a need-to-know basis.

An [administrator](#) can [create](#) a user login, [view](#) , and [edit](#) . A new user can share the same access as an administrator or can be [configured](#) for a variety of reports, features, and administration functions. When a user no longer needs access to the account, [disable](#) their access immediately.

If you have questions about best practices for user access, please [contact Qualpay](#) .
